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## CHAPTER 6. WHOLESALE SUPPLY SYSTEM (REQUISITIONS)

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### 6-1. INTRODUCTION

a. General. Requisitions for approved MEDCASE/SuperCEEP requirements are submitted by activities through the USAMMA to an alternate acquisition source or to a wholesale supply source. The primary wholesale supply source is the the Defense Supply Center Philadelphia (DSCP) (S9M).

b. Mandatory Use. Requisitions are used for the following types of equipment:

(1) Standard stocked or centrally procured items (Acquisition Advice Code [AAC] "D" or "H") for all MEDCASE/SuperCEEP participants.

(2) Nonstandard and standard nonstocked items (AAC other than "D" and "H") for OCONUS MEDCASE/SuperCEEP participants. (**Note:** Not mandatory, see Chapter 7.)

(3) Diagnostic imaging and radiation therapy systems for all MEDCASE/SuperCEEP participants.

c. Use of Requisitions by Continental United States (CONUS) and Outside Continental United States (OCONUS) Activities.

(1) The wholesale supply system can provide procurement support to CONUS activities for nonstandard equipment. Activities should contact DSCP to coordinate transmittal of requisitions and product description data for all nonstandard equipment.

(2) OCONUS activities obtain most of their approved MEDCASE/SuperCEEP requirements by requisition.

(3) Requests for exception to policy to acquire by local procurement must be justified and forwarded in writing to the:

U.S. Army Medical Materiel Agency  
ATTN: MCMR-MMO-AT  
1423 Sultan Drive, Suite 100  
Fort Detrick MD 21702-5001

### 6-2. BASIC REQUISITIONING PROCEDURES

a. General. Requisitions will be submitted only for approved (1A) requirements that have been approved by the STCPC and notified by the USAMEDCOM. Participants must submit requisitions to the USAMMA in accordance with Command policy. The USAMMA must receive three (3) copies of requisitions and all supporting documentation.

(1) Diagnostic Imaging. Participants must submit the DD Form 1348-6 with a manufacturer price quote and site preparation estimate. Refer to chapter 12 for further guidance regarding requisitions for diagnostic equipment.

(2) All requisitions for nonstandard items requesting acquisition through restricted competition (i.e., "sole-source") must include a justification for less-than-full-and-open competition. Chapter 14 contains guidance regarding the Competition in Contracting Act (CICA).

b. DD Form 1348-6. The DD Form 1348-6 is the basic document used for most requisitions. It must be completed in correct MILSTRIP format with additional exception data provided as shown in Appendix D samples. The DD Form 1348-6 must be submitted to USAMMA in three (3) copies. Useful references which can be used when preparing DD Form 1348 series MILSTRIP requisitions are:

(1) Chapter 3 of this SB and, AR 725-50, The Requisitioning, Receipt, and Issue System.

(2) The DLA Customer Supply Assistance Program Handbook. This publication may be obtained by contacting the DLA customer assistance representative in your geographic area.

### **6-3. OVERVIEW OF REQUISITION PROCESSING**

The following brief description shows some of the major steps involved in processing a MEDCASE/SuperCEEP requisition through the USAMMA to a wholesale supply source

a. Unavailable Excess Assets. After a final, unsuccessful check for available excess assets that could meet the requirement, a requisition (DD form 1348 or 1348-6) is prepared in MILSTRIP format and the necessary supporting documents are attached. At least three (3) complete copies are prepared.

b. Requisition Submission. The requisition, with supporting documentation, is forwarded to USAMMA in accordance with command policy. A Due-In is entered into the DMLSS, which updates the Funds Control Journal. Appendix D provides an example of a requisition (DD Form 1348-6).

c. Requisition Processing at the USAMMA. The USAMMA reviews the requisition, verifies that it is for an approved (1A) requirement, ensures that funds are available in the station account, posts the execution to the WebMRE system, and forwards the requisition to the appropriate wholesale supply source. This transaction obligates funds.

d. Requisition Processing at Wholesale Activity. The wholesale supply activity receives the requisition and processes it for acquisition and/or delivery. The USAMMA receives supply and shipment status in MILSTRIP format, where it is posted to the WebMRE. Shipment status will cause the previously recorded obligation to move from the UDO stage to the "accounts payable" (AP) stage in the WebMRE system.

e. Receipt Processing. The activity receives the item and forwards a receipt confirmation DD Form 250 (Materiel Inspection and Receiving Report) or DD Form 1155 (Order For Supplies or Services) to the USAMMA within 5 business days of

receipt. For BLIC "MB" requisitions, a receiving report (DD Form 250 or DD Form 1155) must also be submitted to:

U.S. Army Engineering Support Center  
P.O. Box 1600  
Huntsville AL 35807-4301

The activity also posts the receipt to its property accounting records.

f. Shipment/Billing. Based upon shipment information, the supply center has used funds from its stock fund to pay the supplier (nonstandard and nonstocked items only) for direct delivery to the activity. The wholesale supply source in turn forwards a bill (called an Interfund Transfer [IFT]) to the USAMMA for reimbursement.

g. Funds Disbursement. The USAMMA receives the IFT and makes a disbursement of MEDCASE/SuperCEEP funds to the wholesale stock fund. This obligation moves from the accounts payable stage to the disbursement stage and this "liquidates" the obligation.

#### 6-4. WHOLESALE SUPPLY SOURCE ACTIONS

a. Status. The wholesale supply system transmits status in MILSTRIP format to the USAMMA. MILSTRIP status will normally occur in the following sequence:

##### Non-standard/non-stocked items:

|                          |    |   |
|--------------------------|----|---|
| 1st status<br>(AE1 card) | BD | Requisition has been received by the wholesale supply source and is under review.   |
| 2nd status<br>(AE1 card) | BZ | Requisition is delayed in contracting. Upon contract award, additional status will be provided.                                   |
| 3rd status<br>(AE1 card) | BV | Item has been contracted for shipment to the requisitioner. An AB card will also be provided which indicates the contract number. |
| 4th status<br>(AS1 card) |    | Shipment Status.  |

b. Request for Additional Information.

(1) Occasionally, a wholesale supply source will require additional information (such as clarification of specifications, accessories, or color) from a customer before it can complete procurement action. When this happens, the wholesale supply source will notify the customer requesting the information. An information copy of the request is to be provided to the USAMMA by the supply center.

(2) The customer must reply to the wholesale supply source within the suspense date established. Normally there is a 21-day suspense. If the activity does not meet the suspense, the supply center will reject (C status) the requisition and it

will have to be resubmitted. Supply center rejections and cancellations deobligate funds.

(3) Activities **must** provide an information copy of all correspondence sent to a wholesale supply source to the:

U.S. Army Medical Materiel Agency  
ATTN: MCMR-MMO-AT  
1423 Sultan Drive, Suite 100  
Fort Detrick MD 21702-5001

c. Only the USAMMA may certify additional funds. If a customer receives a request for additional funds, the request must be referred to the USAMMA.

d. Procurement lead times for nonstandard, nonstocked items are generally established by the dollar value, as well as the technical complexity of the requirement. As a guide, the following timeframes provide a rough estimate of procurement lead times for DSCP.

(1) \$100,000 to \$500,000: 120 days.

(2) Award over \$500,000: 150-180 days.

(3) Requisitions that require synopsis: add 30 days to the above estimates.

e. When a requisition is rejected or canceled in error by a wholesale supply source, the USAMMA will attempt to resubmit the requisition. Because supply centers will not accept the same document number, the USAMMA will either assign a new document serial number using an alpha character in the serial number field (i.e., W74MYG-6185-0013 would be resubmitted as W74MYG-6185-**A**013) or assign a new document number using document serial numbers which are reserved for the USAMMA (8550-8999). When this occurs, the USAMMA will notify the customer so that the document register and due-in records may be adjusted accordingly.

#### **6-5. SHIPMENT OF MEDCASE/SUPERCEEP ITEMS**

a. CONUS Activities. CONUS activities will receive shipment from vendors by commercial carriers and freight forwarders.

b. OCONUS Activities. When USAMMA processes a customer's requisition, the "ship to" address of the Consolidated Containerization Point (CCP) at either Defense Depot Tracy (for the Pacific) or Defense Depot Mechanicsburg (for Europe) is entered on the requisition.

(1) Military air transport may be used for OCONUS shipment. Special requests for military air transport require the activity to provide a local transportation fund citation.

(2) Surface shipment will be used for items with high volume or weight.

(3) In some cases, suppliers may ship smaller, low-dollar value items directly to the requisitioner via parcel post.

c. Commercial Air. Commercial air shipment is used only in emergency situations. MEDCASE/SuperCEEP funds cannot be used to pay for commercial air shipment; therefore, in cases where commercial air is requested, the activity will be required to provide a local transportation fund citation.

#### **6-6. MANAGEMENT OF REQUISITIONS**

a. Submission of Requisitions. Activities must ensure that their requisitions are received by the USAMMA. All requisitions must be posted to the Property Book Officer's (PBO) nonexpendable document register and a due-in established in DMLSS property records. Requisitions that have been submitted by the activity, but do not appear in the WebMRE system should be followed-up telephonically to the USAMMA.

b. Priority Modifications. Requests for priority upgrade should be submitted by AM card to the supply center by Defense Messaging Service (DMS).

c. Overdue Shipment. Tracer action should be initiated for overdue shipments through the local transportation office in accordance with MILSTAMP procedures. A shipment should be considered overdue if it has not been received within 90 days of the ship date as reflected on the AS card.

#### **6-7. RECEIPT PROCESSING**

a. Equipment Receipt. The MEDCASE/SuperCEEP manager, the PBO, and the biomedical equipment maintenance activity must establish a coordinated procedure for the receipt of equipment acquired through the MEDCASE/SuperCEEP program.

b. Property Accountability. Accountability for equipment acquired through the MEDCASE/SuperCEEP program will be established at the time the equipment is received by the activity. This specifically includes "uninstalled" equipment that is awaiting installation or the completion of site preparation. If necessary, uninstalled equipment may be accounted for on a separate hand receipt. Maintenance information can be loaded into DMLSS after the completion of installation. The "date-in-service" should be adjusted, as necessary, to reflect the date when installation is completed.

c. Acceptance Inspection. Equipment should be inventoried and inspected for visible damage as soon after receipt as possible. Damage and/or missing items or components should be reported by submission of a Report of Discrepancy (ROD) in accordance with AR 735-11 Uniform Settlement of Military Freight Loss and Damage Claims) and AR 735-11-2 (Reporting of Item and Packaging Discrepancies). Acceptance should not be delayed until operational testing is possible as long as the equipment is complete and apparently undamaged. Operational deficiencies should be corrected through enforcement of the warranty.

d. Receiving Report. Receipt of equipment must be reported to the USAMMA by immediate submission of a DD Form 250 or DD Form 1155 within 5 business days of receipt.

e. Acceptance Test. Upon completion of installation, the vendor is required to notify DSCP contracting office, in writing that the system is ready for acceptance

inspection. The inspection must occur within 30 working days following the DSCP receipt of the notification. Initial or first-time inspection costs are at government expense, any and all re-inspections are paid for by the vendor. See Appendix E for more detailed information.